

**Job Description
Multicultural Education Program Manager,
Monterey Bay National Marine Sanctuary**

I. INTRODUCTION

The Monterey Bay National Marine Sanctuary (MBNMS), the nation's largest marine protected area, encompasses more than 5,300 square miles of central California coastal waters that contain a rich array of habitats and marine life. The Sanctuary program provides protection of these natural resources through research and education to foster public understanding and stewardship of this nationally significant marine area. The Monterey Bay Sanctuary Foundation (MBSF) is a nonprofit organization that works closely with the MBNMS on many education, research and resource protection programs. The MBSF has been contracted by the MBNMS to implement an education and outreach program to reach communities that are not part of mainstream conservation initiatives. Central California has numerous communities for which Spanish (and its associated dialects) is the dominant language.

The MBSF is responsible for implementing the components of an existing plan named "Multicultural Education for Resource Issues Threatening Oceans" (MERITO), working closely with all MERITO partners including the local Latino community, regional marine education partners, and Sanctuary staff. The MBSF requires the expertise of a Program Manager who will coordinate the education and outreach components for the MERITO program at the Monterey office.

II. DUTIES AND RESPONSIBILITIES

The candidate will be responsible for the development and implementation of projects and activities designed to meet the education and outreach objectives of the Sanctuary's MERITO Program. Major duties include:

- Take a lead role in implementing the Sanctuary's MERITO Program as described in the MBNMS draft management plan under the Ocean Literacy and Constituency Building Action Plan (http://sanctuaries.noaa.gov/jointplan/drafts/mb_mp.html). Works with MBNMS staff to support and achieve the key goals and strategies.
- Develop grant proposals to at least two major organizations above \$50k and four smaller proposals from \$10k to \$50k, in collaboration with the Monterey Bay Sanctuary Foundation and the National Marine Sanctuary Foundation.
- Assist in the training and coordination of the bilingual education specialist(s) to facilitate site-based, community-based programming, including the Watershed Academy, Teacher Trainings and Field Experiences. Recruit and equip additional personnel as needed.
- Develop and implement a series of community leader briefings related to MBNMS priority issues. Each issue topic will become a campaign to inform community leaders

about specific issues that affect their community such as water quality, beach closures and marine protected areas. The goal is to provide a forum for increasing Latino participation in marine conservation.

- Develop and implement outreach programming for families, adults, teachers and interns in the MBNMS, e.g. field activities, and presentations.
- Work with the MBNMS Education & Outreach Coordinator to implement a detailed work plan. Provide recommendations and track progress related to budget, work priorities, outreach products and evaluation strategies.
- Work with Channel Islands NMS and potentially other West Coast sites to coordinate MERITO programs, grants and reporting, as time and funding allow.
- Assist with updating and expanding the MBNMS website to include information in Spanish and about the MERITO program. Please see webpages: <http://www.montereybay.noaa.gov/educate/merito/about-index.html> for more information.
- Produce an annual MERITO report describing program and evaluation progress for all MERITO programs.
- Work with MBNMS education and resource protection teams to integrate multicultural elements into existing MBNMS programs and materials.
- Provide updates to the Monterey Bay Sanctuary Advisory Council (SAC) and Sanctuary Education Panel and work closely with SAC members to expand the education efforts and achieve the goals of the education program in diverse communities.

III. REQUIRED KNOWLEDGE AND EXPERIENCE

- Bachelor's degree or equivalent experience in the fields of marine conservation education, marine and estuarine resource management or coastal management.
- Experience (3-5 years) with all aspects of developing, implementing and evaluating marine science outreach programs to culturally diverse audiences, including programs, publications, print materials, events, curricula, exhibits and displays.
- Experience working with the Latino communities in Monterey and/or Santa Cruz Counties, California.
- Experience working effectively with other agencies, organizations and groups in organizing and leading education initiatives
- Knowledge of marine conservation issues and their application to the Central California Coast and National Marine Sanctuaries.
- Outstanding verbal and written communication skills, specifically in writing and public speaking for diverse audiences. Bilingual Spanish preferred.

- Experience developing and providing professional development to K-12 teachers and college interns.
- Experience in policy-related education; examples include watershed and water quality issues.

V. PERSONNEL REQUIREMENTS

This is a full-time, one-year, benefited position through the Monterey Bay Sanctuary Foundation, with an option for a second year. Salaries and benefits are commensurate with experience.

The work is expected to approximate a standard 40-hour business week, Monday through Friday, for a one-year period. The contractor needs to be available during the business day and on occasion will need to work evening or weekend hours for special events and projects. The work is conducted in office settings and in the field, including boats. The contractor will be expected to carry out assignments independently, but coordinate the work with others as required, while maintaining close contact with the Sanctuary Education & Outreach Coordinator.

Employee will need a valid California driver's license and a car for transport. The ability to lift 50lbs to chest level and work in wet, muddy and uneven field environments is required. Other requirements include the ability to use a computer, overhead projector, slide projector, and other commonly used teaching equipment.

VI. TRAVEL AND OTHER DIRECT COSTS

Employee will be based in Monterey or Santa Cruz, CA, with regular travel throughout the region. Access to a government vehicle will be provided for periodic travel.

VII. FURNISHED EQUIPMENT

Employee will have access to a copier, printer, fax and phone for mailings or other communication needs, and will have a workspace provided. A laptop computer will be available for use.

VIII. PERIOD OF PERFORMANCE AND SCHEDULE FOR DELIVERABLES

This is a term employment position, for up to one year from the date employment begins. The Monterey Bay Sanctuary Foundation is an "at-will" employer. The employer and the employee are free to terminate the employment relationship at any time.

IX. APPLICATION PROCEDURE

Applications must be received by August 15, 2007

Please send a cover letter, resume and three professional references to:

Monterey Bay Sanctuary Foundation

Attention: Human Resources

299 Foam Street

Monterey, CA 93940

Email: admin@mbnmsf.org

Fax: (831) 647-4244

We prefer applications by email or fax in Microsoft Word or Adobe portable document format.

We are an equal opportunity employer.

Please direct any questions to Dawn Hayes, MBNMS Education and Outreach Coordinator at (831) 647-4256

